

Employee Suggestion No. 485

A. Information About the Suggester:

Property Supply Officer, GS-5, Supply Division, Logistics Office

25X1A9a

B. Summary of the Suggestion:

The suggester devised Form No. 36-253, "Request for Office Machine and Furniture Repair" for the use of supply personnel in facilitating repairs.

C. Former Method:

Prior to the use of the adopted form, blank paper was used to give the required information that was necessary. On a few occasions ditto forms were prepared and used by the individual office. There was no uniformity in the size of paper used which posed a difficult filing problem for repair men.

D. Present Method:

The form attached facilitates the repair of office machines and furniture since it provides repair personnel with a record keeping form maintained in a uniform way. Approximately, 1,000 copies of the form are used monthly.

E. Evaluation:

The Supply Division, Logistics Office supplied the following evaluation to the Committee:

"Supply Division concurs in adopting this form for use in reporting, routing and repairing office machines and furniture. Only servicing personnel in the Supply Division will be directly affected by the use of this form as it is not intended that the form be made available for general use in offices. Initially 34 Supply Division personnel will be affected by its use; they are 24 Building Supply Personnel, 6 typewriter and office machine repair men and 4 furniture repair men.

F. Recommendation:

It is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for suggestions with intangible benefits. An alternative award would be a within-grade pay increase award for superior accomplishment in keeping with the provision for such awards being made for suggestions.